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**From:** Lobik Stephen [slobik@facil.umass.edu]  
**Sent:** 12/21/2010 4:34:22 PM  
**To:** Hanchett, James (DPH) [James.Hanchett@state.ma.us]  
**Subject:** phone number moves

Jim,

In speaking with Graeme today he mentioned OIT needs a telephone move request from you...being the TUG rep. He made it sound like all you need to do is request phone number X be moved from jack Y to jack Z. Is it that simple? Please let me know if there is anything I need to do. The technicians were to label the jacks today. I will be coming by around 2:30 to put temporary room numbers up.

Thanks,

Stephen

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